

**SECRET**

27 November 1961

**MEMORANDUM FOR: Director of Logistics**

**THROUGH: CIA Automatic Data Processing Staff**

**SUBJECT: Request for Electric Typewriter**

**REFERENCE:**

25X1

1. The attached requisition is forwarded for approval and issue of one electric typewriter.

2. In justifying the above request in accordance with reference regulation, the  presently composed of six officers and four clericals, with an anticipated increase of one additional senior professional, has a sufficient workload to more than meet the criteria enumerated in sub-paragraphs (1)a and b(3) of the reference regulation. Inasmuch as their activities will ordinarily be of concern to more than a single addressee, multiple copies are the rule rather than the exception. Their chrono files from 1 June to date contain close to 600 separate memoranda and dispatches, with an increase in this volume anticipated.

25X1

3. Your approval of the request will be appreciated.



25X1

**Eastern Europe Division**

**Attachment:**  
**Requisition 6805-EE-20-62**